ARTS FACULTY COUNCIL
WEDNESDAY MARCH 12, 2014
306 TIER
2:30 PM TO 4:30 PM

THIS MEETING IS BEING CALLED TO COMPLETE THE AGENDA MATERIAL FROM THE
FEBRUARY 12, 2014 MEETING

AGENDA

1. New Business (formerly items 4.3 – 4.5 from February 12th agenda)
   1.1 UMFA Performance Evaluations (Attachment)
       This document establishes performance evaluation procedures
       pursuant to Article 35 of the UM-UMFA Collective Agreement.

   1.2 Faculty of Arts Policy on Academic Accountability

   1.3 Equity Diversity & Human Rights Committee Terms of Reference

2. Dean’s & Associate Deans’ Reports
   2.1 Dean’s update on motion regarding the Teaching Responsibility Guidelines from
       the February 12th meeting of Faculty Council

   2.2 Dean’s report

   2.3 Associate Dean’s Reports

3. Adjournment

Please forward REGRETS ONLY to Janice Gripp, Secretary to Arts Faculty Council by phone at 8439 or email at
janice.gripp@umanitoba.ca.
DATE: 29 January 2014

TO: Arts Faculty Council

FROM: Jeff Taylor, Dean of Arts

SUBJECT: Performance Evaluation Procedures for UMFA Members

Attached are proposed performance evaluation procedures submitted to Faculty Council for advice, pursuant to Article 35 of the UM-UMFA Collective Agreement.


The main change from the existing documents is to make explicit the relationship between performance evaluations as contemplated in Article 35 of the UM-UMFA Collective Agreement and the annual determination of satisfactory and unsatisfactory performance as contemplated in Article 24 of the collective agreement.
Faculty of Arts Performance Evaluation Procedures for University of Manitoba Faculty Association Members

Preamble

Article 35 of the University of Manitoba—University of Manitoba Faculty Association (UM-UMFA) Collective Agreement contemplates the evaluation of the performance of members of the bargaining unit. These evaluations are to be primarily for formative purposes.

The Arts Faculty Council Policy on Academic Accountability contains an Annual Activity Report for faculty members and instructors, which faculty members and instructors complete on an annual basis to record activity for the previous calendar year. This policy also situates the submission of annual activity reports in the broader context of University of Manitoba and Faculty of Arts academic accountability.

Article 24 of the UM—UMFA Collective Agreement contemplates, for each member of the bargaining unit, the annual determination as to whether performance in the previous calendar year was found to be satisfactory or not to be satisfactory.

Units and programs are encouraged to have collegial discussions to determine what constitutes satisfactory and unsatisfactory performance in their specific areas in order to inform the evaluation process.

Activity reports shall normally be submitted by 15 January of each year. The Dean’s Office shall determine and communicate deadline dates, which may vary from year to year, for responses to activity reports and the final submission of activity reports and responses to the Dean’s Office.

The Dean delegates responsibility for performance evaluations to department heads, coordinators, or directors, as appropriate. Nothing in these procedures shall be read to constrain the communication or the conveyance of documents in either direction or at any time between the Dean and individual department heads, coordinators, or directors regarding general considerations of performance and performance evaluations or the performance of any faculty member or instructor.

Procedures

In January of each year (normally by 15 January), each faculty member and instructor shall submit her or his annual activity report to the relevant department head, coordinator (in the case of Labour Studies and Women’s and Gender Studies), or director (in the case of Asian Studies), with the following exceptions. Department heads, the coordinators of Labour Studies and Women’s and Gender Studies, the Director of Asian Studies, and the associate deans submit their annual activity reports to the Dean.

The department head, coordinator, director, or Dean, as applicable, (hereafter referred to as “the supervisor” for the purposes of this document) shall respond to each annual activity report with comments in each of the areas of teaching, research, and service that are primarily for formative purposes. In addition to the material supplied in the annual activity report, the supervisor may consider other material (SEQ evaluations, for example) in evaluating a faculty member’s or instructor’s performance in the preceding calendar year. If other materials are considered, the supervisor shall communicate to the faculty member or instructor what those materials are.

In the case of continuing faculty members and instructors, the supervisor shall respond to the activity report with at least brief comments in each of the three areas if there are no concerns with performance. (See the last paragraph below for additional procedures for probationers.)

If there are concerns with the performance in one or more of the three areas and these concerns are being noted for the first time, the supervisor shall meet with the faculty member or instructor to discuss the concerns. The supervisor will then provide a written response to the faculty member or instructor in which she or he acknowledges receipt of the activity report, specifies any material that is being considered in addition to the activity report in evaluating performance, makes positive comments on those aspects of performance that merit such comments, specifies the areas of concern and what improvements in performance are expected, suggests mechanisms and offers support for improvement, and specifies the point in time by which the performance is expected to improve. The supervisor shall meet with the faculty member or instructor at least once during the subsequent year to assess the progress made towards the specified expectations and offer appropriate support where concerns remain. The supervisor shall document these meetings.

Determining whether the performance is found to be satisfactory or not satisfactory will depend on the nature of the concerns and should be discussed with the Dean prior to the conclusion of the evaluation. Performance that is found not to be satisfactory for the preceding calendar year may result in the withholding of either one-half or all of the increment applicable to the UMFA member’s rank, pursuant to Article 24 of the UM-UMFA Collective Agreement.

If concerns with performance are ongoing in the calendar year following the calendar year in which the concerns were first noted, the supervisor shall meet with the faculty
member to discuss the ongoing concerns and any new concerns. The supervisor will then provide a written response consistent with the response specified in the previous paragraph, addressing the ongoing concerns and any new concerns. In these cases where concerns are persisting beyond one calendar year, performance will normally be found to be not satisfactory for that year. Performance that is found not to be satisfactory for the preceding calendar year may result in the withholding of either one-half or all of the increment applicable to the UMFA member's rank, pursuant to Article 24 of the UM-UMFA Collective Agreement.

All activity reports and supervisor evaluations shall be held in the relevant personal files in the Dean’s Office, consistent with Article 11 of the UM-UMFA Collective Agreement. Faculty members and instructors shall have the right to respond in writing to these evaluations pursuant to Article 35 of the UM-UMFA Collective Agreement.

Probationary instructors are also evaluated at the end of each year of the probationary appointment, pursuant to Article 34.5.2 of the UM-UMFA Collective Agreement. Furthermore, a few departments conduct another annual evaluation of probationary faculty members in addition to the annual evaluation specified above. All evaluations of probationers shall provide significant formative feedback on all aspects of performance in teaching, research (as applicable), and service that provides clear and specific guidance on areas of strength and areas that need attention. All evaluations of probationary faculty members and instructors, regardless of when during the year they occur, shall be considered performance evaluations as contemplated in Article 35 of the UM-UMFA Collective Agreement. Probationers shall have the right to respond in writing to these evaluations pursuant to Article 35. Probationer evaluations shall be held in the relevant personal file in the Dean’s Office, consistent with Article 11 of the UM—UMFA Collective Agreement.
Faculty of Arts
Implementation of Article 35

1. After receiving and reviewing each faculty member’s annual activity report, the Head or Coordinator shall write a brief note to the faculty member indicating that the activity report has been received and read. (The Head or Coordinator may, at his or her discretion, include in this note some complimentary remarks with respect to the faculty member’s teaching, research or service, where they are warranted.)

2. In those instances where the Head or Coordinator has concerns about the success or extent of the faculty member’s performance in teaching, research or service, he or she shall hold a meeting with the faculty member at which time those concerns are to be discussed and formative advice proffered as to possible improvement. (Where concerns about a faculty member’s teaching have arisen earlier and previously been discussed as a result of the Head’s or Coordinator’s review of the SEEQ evaluations, this meeting will serve as an opportunity for a follow-up on those concerns.)

3. Following the meeting to discuss the Head’s or Coordinator’s concerns about a faculty member’s performance in teaching, research or service, the Head or Coordinator shall write a brief memo to the faculty member indicating the formative nature of their discussion, including the nature of the concerns, the points made by the faculty member and what advice, if any, was offered. A copy of this memo will be placed in the faculty member’s departmental personal file.

4. Should the faculty member wish to respond in writing to the Head’s or Coordinator’s memo, one copy of that response, attached to the Head’s or Coordinator’s memo, will also be placed in the faculty member’s personal file. A second copy of the faculty member’s response, signed by the Dean, shall be kept by the faculty member.

5. Where, after a period of two subsequent years, the Head or Coordinator determines that the faculty member has responded positively to the formative advice provided under the terms of Article 35, the memo containing that advice will be removed from the faculty member’s file.

Robert O’Kell
Dean
Faculty of Arts

3 May 2007
6 May 2001

Faculty of Arts
Implementation of Article 35
Supplement for the Evaluation of Heads/Coordinators

This supplemental protocol for the implementation of Article 35 makes explicit that the Dean shall take direct responsibility for evaluation the performance of Heads and Coordinators. As nearly as possible, it follows the protocol for performance evaluations of other faculty members.

1. After receiving and reviewing each Head’s or Coordinator’s annual activity report, the Dean shall write a brief note to the Head or Coordinator indicating that the activity report has been received and read. (The Dean may, at his or her discretion, include in this note some complimentary remarks with respect to the Head’s or Coordinator’s teaching, research or service, where they are warranted.)

2. In those instances where the Dean has concerns about the success or extent of the Head’s or Coordinator’s performance in teaching, research or service, he or she shall hold a meeting with the Head or Coordinator at which time those concerns are to be discussed and formative advice proffered as to possible improvement. (Where concerns about a Head’s or Coordinator’s teaching have arisen earlier and previously been discussed as a result of the Dean’s review of the SEEQ evaluations, this meeting will serve as an opportunity for a follow-up on those concerns.)

3. Following the meeting to discuss the Dean’s concerns about a Head’s or Coordinator’s performance in teaching, research or service, the Dean shall write a brief memo to the Head or Coordinator indicating the formative nature of their discussion, including the nature of the concerns, the points made by the Head or Coordinator and what advice, if any, was offered. A copy of this memo will be placed in the Head’s or Coordinator’s personal file (kept in the Dean’s office during the term of the Head or Coordinator).

4. Should the Head or Coordinator wish to respond in writing to the Dean’s memo, one copy of that response, attached to the Dean’s memo, will also be placed in the Head’s or Coordinator’s personal file. A second copy of the Head’s or Coordinator’s response, signed by the Dean, shall be kept by the Head or Coordinator.

5. Where, after a period of two subsequent years, the Dean determines that the Head or Coordinator has responded positively to the formative advice provided under the terms of Article 35, the memo containing that advice will be removed from the Head’s or Coordinator’s file.

Robert O’Kell
Dean
Faculty of Arts
DATE: 29 January 2014
TO: Arts Faculty Council
FROM: Jeff Taylor, Dean of Arts
SUBJECT: Faculty of Arts Policy on Academic Accountability

Attached is an amended Faculty of Arts Policy on Academic Accountability, submitted to Faculty Council for consideration.

The main amendments are as follows.

The terms “faculty members” and “instructors” have been made consistent with the UM-UMFA Collective Agreement and it has been made clear that the policy applies to UMFA faculty members and instructors.

The annual activity report has been amended to make the categories consistent with those in the tenure and promotion application documents.

The purpose of the annual activity report has been expanded to reflect the fact that these reports inform the annual determination of satisfactory and unsatisfactory performance.
Policy on Academic Accountability for UMFA Faculty Members and Instructors
Faculty of Arts
University of Manitoba

Approved by Arts Faculty Council on April 28, 1995
Modified and approved by Faculty Council...

Introduction

This policy recognizes a need to have both an institutional and a public accountability among the academic-staff faculty members and instructors of the Faculty of Arts. It is designed to supplement the policy on Faculty Development, the aim of which is to enhance to the fullest extent possible all faculty members' and instructors' performance in teaching, research, and service (as applicable). Regular evaluations of our work in these areas are an integral part of such encouragement, as well as the means of demonstrating our accountability.

The policy does not focus on a single instrument of evaluation, but rather stipulates that regular assessments of an individual's performance should include as many perspectives as possible— including those of departmental colleagues, students, appropriate administrators, and external assessors.

It should be emphasized that many of the University's and Faculty's procedures already provide substantial accountability. For example, the hiring of new faculty members follows a protocol designed to ensure that candidates demonstrate a thorough competence in both teaching and research. Probationary faculty members and probationary instructors, both probationary and sessional, are subject to annual assessments by their Heads (understood to include coordinators and directors with delegated supervisory responsibilities) and departmental personnel committees, who review their performance as the basis for continuing or renewing such appointments. When probationary faculty members appointees are considered for tenure, they undergo a rigorous assessment by a committee composed of both department colleagues and other faculty members from cognate fields who are appointed by the Dean. At this time, the candidate's performance as a teacher is considered in the light of both the Head's assessment of its strengths and weaknesses, and the students' responses on evaluations. Similarly, the candidate's record of research is considered in the light of both its quality and its productivity. Service to the academic or wider public community is given lesser weight, but is also taken into consideration in deciding whether the individual has demonstrated the abilities and commitment necessary and desirable in a person holding a continuing appointment with tenure.

A similar rigorous assessment of an individual faculty member's performance occurs at the time he or she applies for promotion to Associate or Full Professor, in each case the criteria demanding a higher level of accomplishment than that for the previous rank. And in the case of the latter, the candidate's record is assessed by at least two external referees who are asked to judge it according to national and international standards of distinction.
The University also requires that faculty members and instructors who have been on research/study leave provide a detailed report on their activities and accomplishments during that period. These reports are reviewed by both the Dean and the Provost to ensure that the time on research leave has been used to enhance the academic experience and credentials of the faculty member or instructor.

It should be noted, too, that there is a form of accountability in the rules and regulations that govern a faculty member’s or instructor’s evaluation of students. These procedures vary from departmental regulations for courses or thesis supervision to those of the Faculty or Senate (e.g. the policy entitled, "Responsibilities of Academic Staff to Students": ROASS) that provide students with the right to appeal assigned grades or unfair treatment.

Policy on Academic Accountability

In addition to these periodic and on-going reviews of our performance, it is both helpful and prudent to have an annual accounting of our activities, though one less expensive in terms of time and resources. In that respect, an annual activity report is to be submitted by all full-time members of the faculty members and instructors in the Faculty of Arts. academic staff—(including full-time sessionals) This report is to be submitted to the appropriate administrator Department Head/Director normally by 15 January 34 each year.

The purpose of this annual activity report is fourfold:

(1) consistent with the Faculty of Arts Policy on Faculty Development, to be the basis of feedback, encouragement and advice that may lead to the improvement of the faculty member's or instructor's performance in teaching, research, and service.

(2) to support better recognition of meritorious performance in teaching, research, and service.

(3) to provide a consistent degree of accountability, both internally and externally.

(4) to provide a database for the Faculty's research profile, and for an improved system of public relations.

(5) to inform the determination as to whether performance has been found to be satisfactory or not to be satisfactory in the reporting period.
CONFIDENTIAL

Faculty of Arts
Annual Activity Report for Faculty Academic Staff Members and Instructors
(Period: 1 January - 31 December)

This report is to be submitted each year to the Department Head/Director by all full-time academic staff (including full-time sessionals) by January 31 of the following year.

The purpose of this report is:

1. consistent with the Faculty’s policy on Faculty Development, to be the basis of feedback, encouragement, and advice that may lead to the improvement of the faculty member’s and instructor’s performance in teaching, research, and service;
2. to support better recognition of meritorious performance in teaching, research, and service;
3. to provide a consistent degree of accountability, both internally and externally;
4. to provide a database for the Faculty of Arts’ research profile, and for an improved system of public relations.
5. to inform the determination as to whether performance has been found to be satisfactory or not to be satisfactory in the reporting period.

DATE: ____________________________

Personal Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank</td>
<td>Employment start date:</td>
</tr>
</tbody>
</table>

Research Study Leave dates if taken during reporting year: ____________ to ____________

1. PUBLICATIONS AND WORKS:

Refereed publications – For each category of publication, please include the information listed below:

➢ all authors (in the order in which they appear in the publication)
➢ year of publication
➢ title of article or book chapter
➢ name of journal, encyclopedia, or book in which the article or chapter was published (if published in a book, please include the title of the book as well as the editor[s])
➢ page numbers
➢ city where publisher is located
➢ name of publisher

EXAMPLES: Please note examples are provided using APA format. If using scientific notation, Chicago Style, MLA or other citation styles, please follow the accepted format for the presentation of information on publications and presentations.
Refereed Books:
Example: Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

Refereed Chapters (in Books or Proceedings):

Refereed Articles in Academic or Professional Journals:

Book Reviews, encyclopedia entries, comments in journals:

Non-refereed publications - For each category of publication, please include the information noted below:

- all authors (in the order in which they appear in the publication)
- year of publication
- title of article or book chapter
- name of journal, encyclopedia, or book in which the article or chapter was published [if published in a book, please include the title of the book as well as the editor(s)]
- page numbers
- city where publisher is located
- name of publisher

EXAMPLES: Please note examples are provided using APA format. If using scientific notation, Chicago Style, MLA or other citation styles, please follow the accepted format for the presentation of information on publications and presentations.

Non-refereed Books:
Example: Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

Non-refereed Chapters (in Books or Proceedings):

Publications in non-refereed periodicals:

Conference presentations (If any are refereed, please indicate with an asterisk.*) Please include the information noted below:

- all authors (in the order in which they appear in the conference presentation)
date and year of presentation
title of presentation
name of conference
city in which the conference occurred


Research Reports: (Please provide title, agency to which report is addressed, and number of pages of the report):

Example: Author, A. A., Author, B. B., & Author, C. C. (Year). Title of report. Name of agency or organization for which the report was prepared. Location of agency or organization, Number of pages of the report.

Creative Works (commissions, exhibitions, or concerts):

Additional /other items within this category:

Attach separately copies of the following items, as you think appropriate:

✓ reviews of your published work
✓ readers' reports of your manuscripts under consideration
✓ external referees' assessments of your grant applications
✓ unsolicited kudos relating to your research and publications

2. COURSES AND/OR TEACHING ACTIVITIES

Credit courses taught (including evening and summer) during your reporting period. List undergraduate courses separate from graduate courses. Include the course title, the course number, and the enrolment:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course title:</th>
<th>Enrollment:</th>
</tr>
</thead>
</table>

University-Sponsored Certificate Credit or Non-Credit Courses or Teaching Activities (e.g., Continuing Education courses) taught or coordinated during your reporting period:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course title:</th>
<th>Enrollment:</th>
</tr>
</thead>
</table>

Activities you have undertaken to enhance your teaching (e.g. workshops attended, development grants received, materials created or published for use in teaching):

Teaching awards received:
Attach separately copies of the following items, as you think appropriate:

✓ a statement of any modification of teaching philosophy or specific methods employed
✓ proposals for new courses, curriculum and program development
✓ reports of peer observations or peer evaluations of classes
✓ unsolicited responses from students
✓ copies of all essay topics, assignments, tests, and examinations
✓ samples of marked essays or assignments, indicating the range of grades awarded
✓ outlines (student handouts) of all courses taught
✓ summaries of most recent student evaluations

3. RESEARCH, SCHOLARSHIP, AND/OR CREATIVE WORK:

Graduate Student Supervision:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Honours</th>
<th>M.A.</th>
<th>Ph.D.</th>
<th>Completed during reporting period?</th>
</tr>
</thead>
</table>

Thesis/Graduate Examination Committee:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Department/Organization (if external)</th>
<th>Your role (committee member, internal or external examiner)</th>
<th>M.A.</th>
<th>Ph.D.</th>
<th>Completed during reporting period?</th>
</tr>
</thead>
</table>

Research Grants awarded during the reporting period - for each grant please include the information noted below:

- the title of the research project or grant
- the names of all investigators on the research project or grant
- your role [e.g., principal investigator, co-investigator, collaborator, other (please specify)]
- the year(s) over which the grant was awarded
- the name of the agency that provided the award
- the sum awarded

Example: Applicant, A. A. (Principal Investigator), Applicant, B. B., & Applicant, C. C. Title of research project or grant. Starting year of funding-Ending year of funding, Name of funding agency (name of program, if relevant), Total amount of award.

Travel grants awarded during the reporting period – for each grant please include the information noted below:

- the purpose of the travel grant (if the travel grant is associated with a conference presentation, please indicate the title of the conference paper, the conference name and location)
➢ the names of all investigators on the grant
➢ your role [e.g., principal investigator, co-investigator, collaborator, other (please specify)]
➢ the year(s) over which the grant was awarded
➢ the name of the agency that provided the award
➢ the sum awarded

Example: Applicant, A. A. Travel grant to present “Title of presentation.” Name of conference, Location of conference, Date of conference presentation. Name of funding agency (name of program, if relevant), Total amount of travel award.

Prizes and Special awards given in acknowledgement of what you have done in advancing knowledge in your field (e.g., awards given by national or international agencies, or by your professional association).

<table>
<thead>
<tr>
<th>Year of award</th>
<th>Title of award</th>
<th>Name of agency or professional association making award</th>
</tr>
</thead>
</table>

Additional/other items for this category:

Provide a brief description of:

(A) Progress made in Research, Scholarship, and/or Creative Work since your previous report

(B) Research, Scholarship, and/or Creative Work in progress

(C) your plans for the coming year in Research, Scholarship, and/or Creative Work

(D) any outside paid or substantial non-paid professional activities you have undertaken as contemplated by Article 12 of the UM-UMFA Collective Agreement.

Attach separately copies of the following items, as you think appropriate:

✓ reviews of your published work
✓ readers' reports of your manuscripts under consideration
✓ external referees' assessments of your grant applications
✓ unsolicited kudos relating to your research and publications
4. COMMITTEE AND ADMINISTRATIVE SERVICE

List your membership in committees at the University of Manitoba (including departmental, faculty/school, university, and UMFA committees):


List your other administrative duties at the University of Manitoba:


If you have held executive office in a professional society, and/or editorial responsibilities for a professional journal, please indicate the following:

➢ name of the executive positions (e.g., president, vice-president, secretary-treasurer, member of executive committee, editor, associate editor)
➢ name of the professional association in which you held the given position
➢ for editors and associate editors, include the title of the journal and the name of its publisher


Other service (e.g., peer reviews for journals or granting agencies; conference organization, etc.):


Indicate any service awards received:


Additional/other items for this category:


(Editorial amendments – 1998. 2014)
Faculty of Arts
Implementation of Article 35

The differences of intent and interpretation between the Vice-President and UMFA with respect to Article 35 are such that the following procedures should be viewed as an attempt to find middle ground, pending any clarification that may result from the next round of collective bargaining.

As a preface to what follows, it should be noted:

-- that there are Senate mandated student evaluations of all courses (except those with fewer than 5 students).
-- that faculty members ought to be receiving regular peer evaluation of their research through the process of making grant applications and the process of refereed publication.
-- that there is thorough annual assessment of the performance of all probationary faculty members with respect to teaching, research and service.
-- that the Faculty's procedures for tenure and promotion provide a rigorous periodic assessment of applicants with respect to teaching, research and service.
-- that superior and outstanding performance in teaching, research and service are invariably noted by awards, citations, elections to national bodies, requests to act as a referee or external assessor, etc.

Development and Accountability:

Faculty Council has advised that implementation of Article 35 should be consistent with the Faculty's policies on Accountability and Faculty Development. Accordingly every member of the faculty must submit an annual activity report, and the Head's response to that activity report should be primarily formative.

After considering the advice given to me by Faculty Council, I have determined on the following procedures for the implementation of Article 35. In doing so I have been mindful of the Vice-President's request for written evaluations to which I feel obligated to respond. But I have also been mindful of the concerns raised in Faculty Council, and in discussion with the Heads and Coordinators, that we should try to avoid redundancy and unnecessary work, while at the same time finding some meaningful way of addressing the need for formative advice for those few faculty members whose performance in teaching, research or service gives legitimate cause for concern.
October 1, 2013

TO: Chair, Faculty Council, Faculty of Arts
FROM: Greg Smith, Associate Dean, Faculty of Arts
SUBJECT: Changes to Terms of Reference for an Arts Committee

Attached, please find a modified version of the Terms of Reference for the Equity, Diversity & Human Rights (EDHR) Committee for your review and approval.

At the September 24, 2013 meeting of the EDHR Committee, the Committee noted that with the creation of the new position of Diversity Consultant, and the active involvement of the incumbent (Ms. Valerie Williams) on the Arts EDHR Committee, that it would be useful to include the Diversity Consultant as an ex officio member of the Committee.

The Diversity Consultant provides the EDHR Committee with a direct link to the Human Resources department and other branches of the Senior Administration where equity and diversity policies and procedures are developed and implemented. By securing a more formalized role for that position in our own Committee, we can better assure that concerns from the Faculty of Arts will reach the appropriate administrators.

Therefore it was moved by Dr. Serenity Joo (and seconded by Dr. Smith) that the terms of reference for the EDHR Committee be changed to include the position of Diversity Consultant as an ex officio member of the committee. The motion was unanimously approved and is hereby recommended to Faculty Executive.

Thank you.
Equity, Diversity and Human Right Committee
Faculty of Arts
Terms of Reference

AUTHORITY:

Established by Arts Faculty Council as a standing committee of Faculty Council

PURPOSE:

To recommend an educational and awareness program within the Faculty, including faculty, support staff and students, to stress the importance of human rights, equity and diversity, and lead to the implementation of these principles, including by publicizing the University’s Respectful Work and Learning Environment and Employment Equity Policies.

TERMS OF REFERENCE:

The Equity, Diversity and Human Rights Committee’s work shall include:

1.) Electing one of its faculty members as Chair on an annual basis;

2.) Developing a timeline and strategies to put into action the recommendations of the Employment Systems Review;

3.) Recommending to the Dean on the development and implementation of tracking system to monitor equity and diversity in Faculty of Arts recruitment, hiring, retention and promotion of staff and faculty;

4.) Investigating possible differentials or disparities in the following:
   (i) promotion rates
   (ii) salaries
   (iii) service loads
   (iv) Faculty of Arts performance evaluation for/procedures for support staff
   (v) professional development opportunities for support staff

5.) will receive an annual report from the Dean on equity, diversity and human rights in the Faculty of Arts;

6.) report at least once annually to Faculty Council.

COMPOSITION:

1.) Dean of Arts or delegate, ex officio

2.) University of Manitoba’s Diversity Consultant, ex officio

3.) five faculty members elected by Faculty Council serving staggered two-year terms

4.) two support staff elected by the Faculty of Arts support staff on staggered two-year terms

5.) one part-time academic (sessional instructor) for a one year term contiguous with their period of employment in the Faculty of Arts

6.) one Arts student member appointed by the President of the Arts Student Body Council with a one year term

7.) one graduate student in an Arts program appointed by the President of Graduate Student’s Association with a one year term

Established and approved by Faculty Council
Revisions approved by Faculty Council, February 2009, September 2010, April 2013

i All ex officio members of standing committees have voting rights unless otherwise stipulated

ii All ex officio members of standing committees have voting rights unless otherwise stipulated
Activity Report for Faculty Council Meeting (February 12, 2014)
Jason Leboe-McGowan
Associate Dean (Undergraduate Student Affairs)

1. I have been working with Cecile Foster to coordinate Arts participation in upcoming Info Days events (February 19th and 20th). High school students from across Winnipeg and beyond visit the University of Manitoba during Info Days to see what we have to offer them by way of higher educational opportunities. Working with Kyle Lougheed (Student Recruitment Events Coordinator), we have succeeded in accommodating all 27 Arts departments and programs that have requested the opportunity to participate. Although space in Marshall McLuhan Hall imposes a challenging constraint, we have developed a plan that will accommodate booths for all units that wish to talk part. There will be popcorn, we'll be hosting a draw for one of the students to win an IPad Mini, and there will be roving musicians. Even if you have declined the opportunity to represent your Department at a booth, you'll be missing out if you don’t come by, experience the fun, have some popcorn, and absorb some of the energy of hundreds of young people exploring the limitless possibilities that we can offer to them.

2. We have scheduled the Faculty of Arts Undergraduate Research Symposium for Tuesday, March 25th. The venue will be St. John's College in the Cross Common Room. We have sent out a call for submissions and distributed posters around campus. Please encourage members of your department to attend and encourage your undergraduates to participate by presenting a talk or a poster.

3. Please remind excellent undergraduates in your department that the University of Manitoba Undergraduate Research Awards competition deadline is February 15th, so there are still a few days left for students to submit an application. It is not an arduous process to apply and it provides an exceptional opportunity for undergraduates to work with a faculty member over the summer months, during which they will gain invaluable research experience. Awardees receive a $6000 stipend in exchange for working with a faculty member over the summer and their faculty advisor will benefit from having an excellent undergraduate student to assist them at making progress on their research program.

4. I've been helping evaluate submissions to the Emerging Leaders Award competition. There were more than 100 submissions and up to 75 students will be chosen to receive the award and an invitation to the Emerging Leaders Dinner, featuring special guest and notable astrophysicist, Neil deGrasse Tyson.
1. Please consider nominating a professor or student for the following awards. Students, professors and staff are eligible to nominate.

- Professor of the Year Deadline for nominations: April 30th. For more information please go to http://umanitoba.ca/faculties/arts/awards/prof_of_year_award.html

- Award in Internationalization Deadline for nominations: April 30th. For more information please go to http://umanitoba.ca/faculties/arts/awards/internationalization_award.html

- Excellence in Teaching – Established Faculty Category The category of established faculty, those past their probationary period, includes individuals who hold tenure and instructors with continuing appointments. Deadline for nominations: April 15th. For more information please go to http://umanitoba.ca/faculties/arts/awards/teaching_excel_winners08.html

- Excellence in Teaching – New Faculty Category New faculty, those still in a probationary period, are involved in engaging others in the excitement of learning, motivating others to challenge themselves beyond their current thinking, stimulating others toward critical thinking and analysis. Deadline for nominations: April 15th. For more information please go to http://umanitoba.ca/faculties/arts/awards/teaching_excel_winners08.html

- Excellence in Teaching – Sessional Category A Teaching Excellence Award is given annually to a sessional lecturer in the Faculty of Arts. Deadline for nominations: April 15th. For more information please go to http://umanitoba.ca/faculties/arts/awards/teaching_excel_winners08.html

- Graduate Student Teaching Excellence Awards The Faculty of Arts Teaching Excellence Committee gives two awards in the Spring of each year to recognize and reward excellence in teaching by graduate students. Graduate students in the Faculty of Arts who are responsible for teaching either a three or six credit hour course in the Faculty during the Regular Session preceding the award, and who have not been the recipient of the Faculty of Arts Graduate Student Teaching Excellence Award in previous years, are eligible. Deadline for nominations: April 15th. For more information please go to http://umanitoba.ca/faculties/arts/grad/grad_stu_teaching_award.html

- Saunderson & Stanton Awards for Excellence in Teaching Nominations for the Saunderson & Stanton Awards for Excellence in Teaching may be made by members of the graduating class, by academic staff, or by graduates of the three previous
years. Please consider a nomination from your department/unit, and forward this information to undergraduate and graduate students. Information about how to nominate can be found on the Financial Aid & Awards web page: Link: http://umanitoba.ca/student/fin.awards/1496.htm

- Student Affairs Participation Award: for undergraduate students in recognition of high academic achievement and volunteerism in the University of Manitoba community. More information located at http://umanitoba.ca/student/sa_participation_award.html Nominations due February 28.

2. **An obscure rule that you may not know about:** For instructors using Desire to Learn, if a student appeals the final grade or term work, the instructor must contact IST so that the data they have is not destroyed until the appeal has been heard. Information about this regulation is located here: Desire2Learn Data Retention Guidelines (http://umanitoba.ca/access_and_privacy/resources.html )
   - All faculty members must maintain the gradebooks/spreadsheets for all their classes and students for three years

3. **Policy on recording lectures:** The Faculty of Arts devised a draft policy that outlines the conditions and suggested penalties for students who are recording lectures without permission. This draft policy is now being discussed at the Academic Integrity Working Group and will be submitted to the Senate Committee on Instruction and Evaluation in March. The summary is that students will need to seek permission for any recording and students who illegally post lectures or parts of lectures online.

4. **Experience Research:** please be reminded that February 15 is the deadline for undergraduate students to apply for the summer research award. Details are located at umanitoba.ca/experienceresearch

5. **AW and VW Policies:** I am on a sub-committee currently discussing major changes to the VW and AW policies. At this time, we are thinking of instituting a maximum number of VWs per student (the suggestion is 18 credit hours). This new regulation will have unequal implications for students and will increase the number of requests for AWs. We continue to discuss these issues and I will update you next month.
A. Timetabling

Again this year, the timetabling will be completed in two stages: first the consideration of proposed timetables followed by the room allocation in Astra. It is at this latter stage that classroom attributes (‘preferences’) will be loaded into Astra to begin the matching game.

a. Deadline for timetables to Arts

Timetable information with the two sessional scenarios was due in the Arts office (to Vicky Warkentin) on 24 January. Following department Heads consultations with the Dean, the approved timetable will be loaded into Aurora. Classroom preferences can be added or amended at that time.

b. Classroom preferences for 2014-15

We expect the Registrar’s Office to provide guidelines for selecting classroom attribute preferences in February. Heads have been advised to read carefully the RO’s instructions on how to do this when they come and supply the appropriate, accurate information. This is the tool for assigning appropriate classroom space for your instructors.

Our advice is to request classrooms that suit the instructor’s needs by setting realistic class maximums which will still result in a room with acceptable features.

For example: if you want a seminar room for 20 these are in very short supply in the Arts zone. There is only one 30-seat seminar room, located in St. Paul’s. Have the conversation with the instructor to determine whether they actually need a seminar room (as defined on Astra with seminar furniture/layout) or can they use a small lecture room, provided it has flexible furniture? Is your instructor willing to go to another building on campus? Do they require particular style of classroom furniture? Based on historic enrollment numbers, would it be better to lower the enrollment cap so that seminar rooms (which seat no more than 18 students in most cases in Arts zone buildings) will be identified in optimization as possible choices?

Since technology can be provided to all rooms on carts, requirement of technology will not feature prominently in the weighting of preferences. All rooms are technologically ‘capable’ in theory, even if they are far from ‘smart’ in practice.

Note that room 389 University College is a 16 chair screening room with non-tablet chairs, a large LCD screen and a computer. It is suitable for occasional use for viewing, discussion, but the chairs to
do not have writing tablet surfaces. This room could be booked for regular use if your students do not require a tablet writing surface.

B. Curriculum

a. CPAC Approval Process

A reminder that course/program changes approved at the recent CPAC meeting in January will not appear in the on-line calendar that appears April 1 as they will not yet have received Senate approval. Items approved at the January Senate meeting go to Senate 4Cs for approval in March and do not come to Senate until May. It is only following Senate approval of these changes in May, that all and any amendments can be made to the calendar.

Heads have been asked to remind CPAC reps and faculty members in your unit that the earliest that CPAC approved items can appear in the calendar following the January meeting is June. Unless there is a problem (and we will advise you of any problems) you can expect January CPAC items to appear in June and August CPAC items to also not appear until the following June.

Resource considerations

As Faculties are being asked to justify course and program changes which have even minor (or ‘no’) resource implications, Heads are asked to make an appointment to discuss any proposed program changes, or, course additions of 9 credits or more with the Arts office. Please request an appointment with AD Smith and Janet Sealy (via Jen Chappellaz) to make an appointment. A resource implication document will also be required for such proposed changes.

b. CPAC Summer Meeting

The deadline for receipt of course and program changes and the introduction of new programs for the summer 2014 CPAC meeting is 15 May.

Double Advanced Major

If your Department would like to offer the option of a 42 credit hour Double Advanced Major, please consult with Janet Sealy on how to prepare a suitable program. A memo and chart can be presented to the summer CPAC meeting for consideration.

Honours Programs

At the October 9, 2013 meeting of Arts Faculty Council, the proposal to standardize the number of credit hours required for a Single Honours degree at 120 credit hours was approved. Following acceptance of that motion, Departments were advised to review their degree requirements and, where necessary, to modify their programs to create a 120 credit hour program.

Proposals for modification of Single Honours Programs to achieve this goal should be submitted to CPAC’s recording secretary (Vicky Warkentin) by 15 May 2014.
C. Space

Renovations to classrooms are being considered along the lines of that recently completed in 214 Tier where the dais was removed and the white boards lowered. Overhead mounted technology is planned, but still in process. I would be pleased to hear from users of that room to know if the changes have helped the classroom experience. I would also appreciate hearing from people teaching in other rooms with stages if they routinely teach in front of them anyway and would prefer them to be removed.

A major renovation of the student study room on the second floor of Fletcher Argue building is planned for the spring/summer of 2014. The updated study space will have increased power outlets for electronic devices, new furniture and study carrels as well as new carpet, fresh paint and window coverings. The room is used heavily by Arts and non Arts students as a central study space but it is in very poor condition.

The fixed seating in University College is also being assessed for compliance with Health & Safety regulations and for general comfort and access. The plan is to replace them with tablet style chairs.

The 307 Tier boardroom is nearing completion. We are tentatively expecting it to be available for general booking following Reading Week.

D. Internationalization

If your Department has produced any promotional materials for recruiting international students, please send me a copy for my file.
Associate Dean Research – Update  
Faculty of Arts Council  
Feb 2014

Fall 2013 internal grant competition results for Faculty of Arts are as follows:  
URGP (new faculty): 6 of 7 successful (87%)  
UM/SSHRC: 2 of 2 successful (100%)  
UM/SSHRC TGP: 2 of 2 successful (100%)

UMGFs  
Initial UMGF quotas have been sent out, and dept recommendation lists are due into Arts by 12 FEB 2014. The revised guidelines have emphasized the previous policy of having applied to tricouncil funding if eligible, to be considered for UMGF funding. FGS will be responsible for follow up on this and assessing cases as needed. The second component of the revision focused on the alignment with tricouncil research requirements for program eligibility.

Signature Area nominations process update:

Signature area documents were submitted by faculties in late December, and then packaged and circulated to the ADR group in early Jan in order to ask for an assessment of pan-university areas based on the submissions. These data were collated and presented at the ADR meeting on 16 Jan. Discussion there focused on breadth versus depth for these areas and how best to balance those things. At a subsequent meeting on 27 Jan ten themes were identified as follows:

- Human Rights and Social Justice
- Integrative Health Research
- Sustainable and Resilient Prairie and Northern Communities
- Materials
- Water Stewardship
- Arctic System Science
- Indigenous Peoples and Knowledges
- Understanding and Communicating Information
- Safe and Healthy Food
- Culture and Creativity

At the meeting, ADRs were asked to submit two names of faculty members for each area to be invited to consult as a subcommittee to discuss the thematic area and draft a paragraph describing the theme, revise its title as necessary and identify potential signature areas within the theme. These subcommittees will be chaired by ADRs. Once the committees have prepared their drafts, these will be reviewed by the ADR group who will also seek feedback from their units.